INFORMATION TECHNOLOGY DEPARTMENT
American Samoa Government
A.P. Lutali Executive Office Building
Pago Pago AS 96799

Togiola T.A. Tulafono
Governor

Easter Asi Bruce
CIO & IT Director

Faoa A. Sunia
Lieutenant Governor

ASG Email Form as of October 3, 2011

Please complete this form and provide each piece of information **LEGIBLY.** If the spelling of your name(s) is questionable, we will contact you to make sure the spelling is correct prior to creating your email account.

Your First Name and Last Name must be the names used to process your employment with the Department of Human Resources. Matai titles and nicknames will not be used as part of your new email address.
If your need further assistance, you may always contact the IT Department's email administrator, Ms. Chanel Barber at 633-3649.

Please: PRINT IN ALL CAPS

FIRST NAME: _____

LAST NAME: _____

TITLE/POSITION:_____

OFFICE/DIVISION:_____

DEPARTMENT/AUTHORITY:_____

PHONE CONTACT: (OFFICE) _____   (CELL) _____

ALTERNATE EMAIL: _____
       (Please provide a personal email address)

What is your Employment Category?   (Check One)

      ☐ Career Employee   ☐ Contract Employee

Employment Start Date:_____ Employment End Date: _____

Upon signing this you are agreeing to the terms of the American Samoa Government and IT Departments Internet Use and Email Policies.

X_____   _____
Signature   Date

Information Technology Department, A.P. Lutali Executive Office Building, Pago Pago AS 96799
T: 684.633.3648 // F: 684.633.3651 // E: info@itd.as.gov

"Building a better government ~ Building a stronger community"

There can be different factors affecting email performance. To better solve email issues of speed, configuration, and connectivity, it is necessary to know the answers to the following questions.

Web mail & Email Client

1) *What is the operating system (OS) of the computer?* This affects which programs are available for email and how to configure them.

Apple, Mac OS X

Tiger 10.4 ☐	Leopard 10.5 ☐	Snow Leopard 10.6 ☐	Lion 10.7 ☐

Windows Microsoft

XP ☐	Vista ☐	Windows 7 ☐

2) *What program are you using for Internet browsing (**Browser**)?* These programs do the same work but have different features and strengths. <Important for Web mail use>

Apple, Mac OS X

Safari ☐	Firefox ☐	Google Chrome ☐	Other ☐

Microsoft Windows

Internet Explorer ☐	Firefox ☐	Google Chrome ☐	Opera ☐

3) *Do you use an email client program for email?* These programs do email & calendar work but not web surfing. They require different set-ups.

Apple, Mac OS X

Apple Mail ☐	Entourage 2004 ☐	Entourage 2008 ☐	Outlook 2011 ☐	Thunderbird ☐

Microsoft Windows

Windows Mail ☐	Outlook 2003 ☐	Outlook 2010 ☐	Thunderbird ☐

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